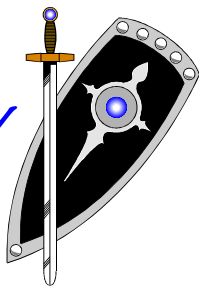


# Think Securely



*Protect your computer from viruses:*

- √ *Don't click on attachments.*
- √ *Install virus protection software.*
- √ *Update weekly.*

*Keep your operating system patched and up-to-date:*

- √ *[windowupdate.microsoft.com](http://windowupdate.microsoft.com)*

*Keep your installed software up-to-date:*

- √ *Some office products can propagate viruses and worms.*

*Keep your password secret:*

- √ *Change any assigned or default passwords.*
- √ *Pick a password that is hard to guess, using the first letters of each word in a phrase or combine words.*
- √ *Intentionally misspell words.*
- √ *Don't use a dictionary word or a name.*
- √ *Use eight characters, alpha, numeric, and/or national characters (@ # \$).*
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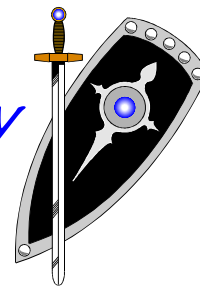
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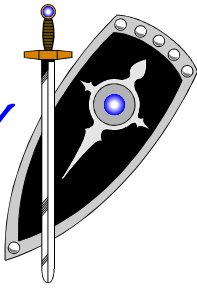
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*Protect sensitive data, especially  
SSNs, personal account numbers,  
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- ✓ *Delete obsolete files.*
- ✓ *Shred printouts & confidential information.*
- ✓ *Password protect unattended work stations.*
- ✓ *Logoff when leaving.*

*Be an Internet skeptic:*

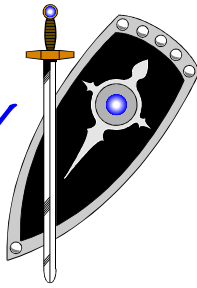
- ✓ *Don't believe everything you read on the Internet.*
- ✓ *Some "free" services collect contact information for marketing or identity theft.*
- ✓ *Don't forward chain letters.*
- ✓ *Set up an e-mail filter.*

*Protect your identity & privacy:*

- ✓ *Don't give strangers your SSN, local address, or family information.*
- ✓ *Shred mail or trash with personal information on it.*
- ✓ *Keep wallet or purse in safe place.*
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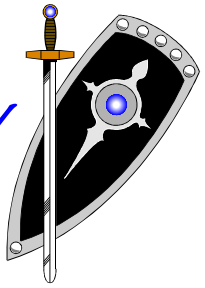
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